

Classifying Employees in RUN Powered by ADP®

Step	Client's Action								
1.	Access the RUN website.								
2.	From the Dashboard , click on the Employees tab. Result: The Employee Directory page displays.								
3.	Click on the employee's name. Result: The Employee Home Page displays.								
4.	Click Payroll Info . Result: The Payroll Info page displays.								
5.	In the Pay-by-Pay® Workers Compensation Info section, enter the following: <table border="1" style="width: 100%; margin-top: 10px;"> <thead> <tr> <th style="text-align: left;">Field</th> <th style="text-align: left;">Client's Entry</th> </tr> </thead> <tbody> <tr> <td>Classification Code</td> <td>Select a job classification code (state specific) from the list.</td> </tr> <tr> <td>Type (applicable when the status is Subject),</td> <td>Select a type: <ul style="list-style-type: none"> • Owner • Officer • Not owner or officer. </td> </tr> <tr> <td>Excluded from workers compensation</td> <td>Select Yes or No.</td> </tr> </tbody> </table>	Field	Client's Entry	Classification Code	Select a job classification code (state specific) from the list.	Type (applicable when the status is Subject),	Select a type: <ul style="list-style-type: none"> • Owner • Officer • Not owner or officer. 	Excluded from workers compensation	Select Yes or No .
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6.	Click Save .								

DISCLAIMER

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